CM/ECF **External User's Guide** U.S. Bankruptcy Court, Southern District of Florida	Chapter V Utilities
	Section 6 Your PACER Account

Below are the steps for accessing your PACER account through the CMECF interface.

Logging into your PACER Account from ECF

STEP 1   Click **Utilities**.

STEP 2   Click **Your PACER Account**.

STEP 3   Click **CM/ECF Login**.

STEP 4   Click **Submit**. The ECF/PACER login screen appears.

STEP 5   Type your PACER login in the **Login** field, Press [TAB].

STEP 6   Type your PACER password in the **Password** field, Press [TAB].

STEP 7   If desired, type a client code in the **Client Code** field.

STEP 8   Click **Login**. The main menu options change and you are logged in to PACER as well as ECF.

Changing the Client Code of your PACER Account

STEP 1   Login to your PACER account from ECF.

STEP 2   Click **Utilities**.

STEP 3   Click **Your PACER Account**.

STEP 4   Click **Change Your Client Code**.

STEP 5   Type in a new client code.

STEP 6   Click **Submit**. A confirmation of the new client code appears.

CM/ECF **External User's Guide** U.S. Bankruptcy Court, Southern District of Florida	Chapter V Utilities
	Section 6 Your PACER Account

Reviewing your PACER Billing History

STEP 1   Login to your PACER account from ECF.

STEP 2   Click **Utilities**.

STEP 3   Click **Your PACER Account**.

STEP 4   Click **Review Billing History**.

STEP 5   Type in beginning and end dates in the respective fields.

STEP 6   Choose to sort by **Date** or **Client Code/Date** from the **Sort** drop-down list.

STEP 7   Click **Submit**. A billing report screen appears.

View PACER Account Information

STEP 1   Login to your PACER account from ECF.

STEP 2   Click **Utilities**.

STEP 3   Click **Your PACER Account**.

STEP 4   Click **View PACER Account Information**. An information screen appears.

NOTE: See Chapter III, Section 2, *"PACER Login"*.